OIS: OFFICE INFORMATION SYSTEMS PROFESSIONAL---BILINGUAL

Associate in Science
Career/Technical (Major Code: 02041)

The curriculum is designed to prepare students to work in an automated office environment in a bilingual (English/Spanish) or multicultural setting. Students will gain comprehensive training in word processing, filing and records management, machine transcription, business communications, and in the integrated electronic office including knowledge of email, Internet office applications, and management information systems software. Students will gain preparation for Microsoft Office Specialist (MOS) certification and may desire to pass a certifying examination. The associate in science degree is granted upon the completion of courses listed in both basic and advanced certificates.

Program Student Learning Outcomes

- Student will work in an office setting and interact with supervisors, co-workers, and the public in a variety of ways, including taking, clarifying, and providing information and direction, and producing verbal and written work products in both English and Spanish.
- Student will interact properly and provide quality customer service in both English and Spanish to people of diverse backgrounds, including supervisors, co-workers, and members of the public.
- Student will utilize print and computer/internet documents such as reports, tables, statistics, and reference materials to produce office documents that are reliable, accurate, and presented in a clear and organized manner.

Gainful Employment

The U.S. Department of Education requires colleges to disclose a variety of information for any financial aid eligible program that "prepares students for gainful employment in a recognized occupation."

Students who complete this program will have acquired the necessary analytical tools to successfully secure gainful employment in the field of study.

For more information regarding the data provided for this program and what it means to you as a student, please feel free to visit our SWC Gainful Employment website at: www.swccd.edu/gainfulemployment (http://www.swccd.edu/gainfulemployment/).

Code	Title	Units
Program Requirements		
BUS 73	KEYBOARDING SPEED AND ACCURACY I	1
BUS 74	KEYBOARDING SPEED AND ACCURACY II	1
BUS 181	SPANISH COMPUTER SKILLS FOR INTERPRETATION/TRANSLATION	3
BUS 200A	MICROSOFT WORD: BEGINNING	2.5
BUS 200B	MICROSOFT WORD: ADVANCED	2.5
BUS 206	FILING AND RECORDS MANAGEMENT	2.5
BUS 210	BUSINESS ENGLISH	3
BUS 211	COMMUNICATION IN BUSINESS AND INDUSTRY	3
or BUS 212	BUSINESS COMMUNICATION	
BUS 218	PROCEDURES FOR OFFICE PROFESSIONALS	4
BUS 225	INTERPRETATION AND TRANSLATION: GENERAL BUSINESS	3
SPAN 216	SPANISH FOR BILINGUALS II [*]	5
Select 2 units of the following:		2
BUS 290	WORK EXPERIENCE IN BUSINESS I	
BUS 291	WORK EXPERIENCE IN BUSINESS II	
BUS 292	WORK EXPERIENCE IN BUSINESS III	
BUS 293	WORK EXPERIENCE IN BUSINESS IV	
Total Units		**32.5**

Code	Title	Units
Recommended Electives		
BUS 70	KEYBOARDING I	1
BUS 71	KEYBOARDING II	1
BUS 140	BUSINESS LAW/THE LEGAL ENVIRONMENT OF BUSINESS	3
BUS 142	BUSINESS ETHICS---CORPORATE AND PERSONAL	1
BUS 152	HUMAN RELATIONS IN ORGANIZATIONS	3
BUS 183	BUSINESS MATHEMATICS	3
BUS 226	INTERPRETATION AND TRANSLATION: LEGAL	3
BUS 227	INTERPRETATION AND TRANSLATION: MEDICAL	3
BUS 229	LEGAL TERMINOLOGY---BILINGUAL (ENGLISH/SPANISH)	3
BUS 233	INTERPRETATION AND TRANSLATION: IMMIGRATION	3
CIS 92	MICROSOFT OFFICE SUITE	3
CIS 101	INTRODUCTION TO BUSINESS INFORMATION SYSTEMS	4
CIS 133	ADVANCED MICROCOMPUTER SPREADSHEETS SOFTWARE	1
CIS 134	MICROCOMPUTER DATABASE SOFTWARE--- ACCESS	1
CIS 139	WINDOWING ENVIRONMENT	1

[*] Native speakers from a Spanish-speaking country who have finished high school or the equivalent in that country will have satisfied the Spanish language requirement. Students who have completed high school in the United States and have completed the fourth-year level of Spanish will have satisfied the Spanish language requirement.

To earn an associate degree, additional general education and graduation requirements (http://catalog.swccd.edu/certificates-certifications-degrees-csuuc-requirements/) must be completed.